

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DDP/SG  
3C-19

EXTENSION

NO.

DATE

17 July 1963

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. SSA/DDS -  
7D-24

RECEIVED

FORWARDED

7/14

*[Handwritten initials]*  
*[Handwritten signature]*

Attached is a memo for DDP Records Management Officers alerting them to this year's Headquarters Records Inventory requirement. You may be interested in reviewing it; if you have any questions, please call the undersigned.

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DDP/SG

2: Any comments or questions for *[Redacted]*

Discussed with

*[Redacted]* 7/22/63

No problems - same format, data + etc as last years report.

Advised *[Redacted]* accordingly - *[Handwritten signature]*